

# Clark County Veteran's Resource Committee

*An advisory board to the Clark County Board of Commissioners*

## Clark County Public Service Center

1300 Franklin St, 6<sup>th</sup> Floor, Ste. #679

Vancouver, Washington

December 11, 2013

## Meeting Minutes

Chair: Open

Vice Chair: Lou Basté

Secretary: Open

Meeting Called to order by Morris Geisler @ 1400

**Roll Call:** [Bold script indicates presence at meeting]

### POST

40 et 8

American Legion #14

American Legion #27

American Legion #44

American Legion #168

American Legion #176

American Legion #189

American Legion #208

American Veterans #6

DAV Chapter #4

Korean War Vet Assoc #321

Marine Corps League #826

VFW #4278

VFW #7824

VFW #12028

Vietnam Vets #512

### PRIMARY

**Jerry Keen**

**Jerry Keese**

Elisa Cotton

Jim Moore

Robert Nichols

**Michael Gibson**

Dick DeWald

George Hunt

**Richard Alvarez**

Frank Hyatt

**Thomas Dombeck**

Lou Basté

**John Russell**

**Roy Billings**

Ray Saranto

**Greg Whitson**

### SECONDARY

Emily Stoutsenberger

**Dixie Hotaling**

Wes Forgey

Darren Wertz

**Richard Langenbach**

**Jonathan Frederick**

Don Taylor

Bob Blevins

Richard Gabriel

Michael Riley

**Robert Sumrill**

**Fiorin Zeviar**

Gary Dowler

**Bruce Maas**

**Skip Bengé**

Odis Warren

### Members at Large

Kevin Lawson

### CLARK COUNTY REPRESENTATIVES

Samantha Whitley

### GUESTS

Tina Hernandez- HSC; Michael Langsdorf- CCVAC; Morris Giesler- 40 et 8; Tim McPharlin - Clark College; Ron Brandon, Joe Fettig

Because neither the Chair or Vice Chair was present and there is no Secretary, Samantha Whitley asked for nominations from the floor for the VRC membership to appoint another member to chair the December meeting. Morris Giesler was appointed by a majority vote.

### **2014 Veterans Assistance Fund Contract**

Samantha Whitley provided an overview of the 2014 contract changes. In October, the VRC recommended that the Human Services Council (HSC) administer the Emergency Relief Fund for 2014 (with 2013 terms). However, in November, HSC requested an additional .5 FTE, bring the total FTEs to 2.0, without an increase to the budget (\$365,500). Bob Nichols rejected the HSC proposal, stating he felt he would have the full support of the VRC, and went to a commissioner to request that the Veterans Assistance Center (CCVAC) be awarded the contract. The commissioner agreed and awarded the contract to the CCVAC for 2014. The contract has not been signed yet, awaiting a budget from the CCVAC and any proposed changes to the current terms. The email from the HSC declining to renew their contract will be distributed to the board (see attached). Total budget being proposed by the CCVAC is \$460,000. There was discussion about having a service officer issue the funds and report directly to the VRC. The VRC would then report to the commissioners. For 2014, it's already been decided by the commissioners that the contract will go to the CCVAC, so any changes will occur in 2015 contract.

**Motion:** Jerry Keen moved to have the CCVAC administer the contract for 2014 and work on program improvements for 2015. Seconded by Richard Langenbach and passed.

### **Veterans Assistance Fund**

Information presented about the Veterans Assistance Fund levy at the Board of County Commissioners meeting on 12/3/2013 regarding an unseen reserve in the VAF levy was misleading. The entire amount of the fund is provided to the VRC and the VRC determines the budget for contracts each year. Each month, a report showing all revenue and expenses for the entire fund balance is sent to the VRC to review and the VRC votes to accept the report (as recorded in the monthly minutes).

At the end of 2012, the fund was on track to get below the minimum amount needed to get the funding bump of \$80,000. In 2013, the VRC decided to defund the WDVA and PIC programs for veterans and reduced the services available to needy veterans by installing lifetime caps in the Policies and Procedures. These service and spending cuts caused the fund to be \$20,000 over the limit needed in September to get the additional levy increase. If the current spending pattern continues through 2014, the fund will likely fall below the minimum needed to get the additional \$80,000 for 2015.

### **Policies and Procedures**

**Motion:** Jerry Keen moved to table the proposed changes until next month. Seconded by Richard Langenbach and passed.

### **Appeals**

**Motion:** Richard Langenbach moved to postpone the appeals report to January. Seconded by Tom Dombeck and passed.

### **Nominations/Elections**

Secretary Position: Mike Gibson nominated from the floor. Jerry Keen moved to close nominations for Secretary. Seconded by John Russell and passed. Mike Gibson elected to the position of Secretary by unanimous vote.

Vice Chair Position: Greg Whitson nominated. Tom Dombeck moved to close nominations for Vice Chair. Seconded by Jerry Keesee and passed. Greg Whitson elected to the position of Vice Chair by unanimous vote.

Chair: Morris Giesler nominated. Greg Whitson moved to close nominations for Chair. Seconded by Richard Langenbach and passed. Morris Giesler elected to position of Chair by unanimous vote.

#### **Old Business:**

- Letters of Appointment need to be submitted as soon as possible. Samantha Whitley will email a list of the posts that still need to submit.
- Jerry Keesee has resigned from the VRC and the post. Dixie Hotaling will be the new Primary.

#### **October Meeting Minutes**

Mike Gibson moved to approve the minutes as written. Seconded by Jerry Keen and passed.

#### **Contractor Reports**

Samantha Whitley requested input on ways to make the Fund Balance report easier to understand and use. Morris Giesler would like to get the report in a timelier manner. Roy Billings moved to accept the contractor Reports and Fund Balance report as written. Tom Dombeck seconded and passed.

#### **New Business:**

- Suggestion was made to contact the City police and County Sherriff to bring homeless veterans that are picked up to the VAC instead of the jail. Joe Fettig stated that most are picked up after hours and 211 Info can provide the appropriate assistance.

#### **Open Forum:**

- Jerry Keen brought in brochures for Point Man Ministry. Veterans Victory Chapel will start services at Friends of the Carpenter on January 19 @ 2:30. There will be a grand opening February 2, 2014.
- Mike Gibson introduced Tim McPharlin as the new Veteran Corp representative at Clark College. There will be a new day center at the college next year (2014).
- There is non-profit space available at the commissioner's office and at US Digital.

**Meeting adjourned at 1540 hours.**

**Next meeting: January 8, 2014 @ 1400 hours**

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**From:** Colleen Kuhn [mailto:colleenk@hsc-wa.org]

**Sent:** Thursday, November 14, 2013 4:47 AM

**To:** Whitley, Samantha

**Cc:** Munroe, Pete; Tina Hernandez; Cheryl Pfaff; Darlene Dickson; Ed Rankin; Jim Moeller's Assistant; Kris Olmstead; Lisa Rasmussen; Sheehan, Peggy; Ramona Perkins; Representative Jim Moeller

**Subject:** RE: 2014 VAF contract

Good Morning Sam – thank you for the follow up information regarding HSC’s request to change the terms of its existing contract for the Veterans Relief Fund. As we discussed, I spoke with my board at our October meeting and we all agreed that in order for HSC to operate the program including the financial aspects of the contract effectively, we will need more money to continue the contract. Our proposal (attached) was approved by the board prior to me submitting to you for consideration. We also agreed that if this proposal was not accepted, HSC would no longer be able to operate the program.

I truly regret that we could not come to positive agreement on this proposal as I believe, and you have confirmed, that HSC is doing a good job administering this contract and the program fits well within the mission and services HSC provides to the community. HSC will continue to serve veterans in Clark County and all of SW Washington through our transportation and volunteer programs and will do our best to support the County, Clark County Veterans Assistance Center, Veterans Resource Committee and new contractor in the transition of this program. I will not plan to provide our staff with layoff notices until I hear back from you and the committee on this decision, but I would appreciate confirmation sooner rather than later.

Thanks again Sam – I look forward to hearing back from you.

Colleen Kuhn

Executive Director

Human Services Council

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**From:** Whitley, Samantha [<mailto:Samantha.Whitley@clark.wa.gov>]  
**Sent:** Wednesday, November 13, 2013 2:38 PM  
**To:** Colleen Kuhn  
**Cc:** Tina Hernandez; Munroe, Pete  
**Subject:** 2014 VAF contract

Hi Colleen,

I just tried to call you and got your voicemail so thought I'd send you a quick email. I met with Bob and Morris (and others) today to talk about HSC's 2014 contract requests. They want to offer you the 2014 contract unchanged from the 2013 contract. Although they are only the current and future chair of the VRC, and I would like to take this before the whole committee for decision, they felt that the committee would stand behind them in this request. Since our November VRC meeting was cancelled and our next meeting is in December, I wanted to address this now so we aren't in the middle of December discussing this and without a contract in place to start January 1. Can you please let me know if the 2013 contract terms will be accepted by you for 2014 and I can send you out a contract for signature. If your agency does not want to continue the contract with the current terms, I need to know ASAP so we can start working on other arrangements.

Thank you,

Sam

Samantha Whitley  
Community Housing and Development  
Clark County Community Services  
PO Box 5000, Vancouver, WA 98666  
P 360.397.2130 | F 360.759.6725

**From:** Colleen Kuhn [mailto:colleenk@hsc-wa.org]  
**Sent:** Friday, November 01, 2013 12:16 PM  
**To:** Whitley, Samantha  
**Cc:** Tina Hernandez  
**Subject:** VRF Contractor Proposal

Hi Sam and thank you for your patience as we worked with our board regarding this contract. As I mentioned over the phone the board and staff agree the HSC needs more money to adequately administer the contract and with Tina leaving by the end of January 2014 we are proposing changes in how we complete tasks and duties to operate the program.

The attached budget proposal includes costs for our office at the Center for Community Health Building – significant changes include the following:

#### Staffing Costs

- Direct Service Program Officers – move from 1.5 FTE to 2.0 FTE (cost increase includes addition of .5 FTE and 12 month vs. current 11 month budget)
  - Shift the primary review of all requests to one of the Program Officers (some of the work Tina is currently performing)
  - Administration/Indirect – either myself or our new Finance Manager will conduct a 10% verification of requests on a monthly basis, Under this category we will continue to process AP transactions, reconciliation reports and billing, provide direct supervision of the Direct Service Program Officers and program, oversee contract management, and be the liaison with County, CCVAC and VRC
- Program Operating Costs
  - Overall line item is less, but incorporates the additional of 1 more phone line at the at CCVAC to allow both Program Officers to accept and make calls at the same time; currently there is only one line at the CCVAC and due to number of inbound and outbound calls this is insufficient

We have adjusted the rent and telephone at the CCH in anticipation of increases for 2014

Overall we are still within the approved contract amount for the 12 month period; given that we are not over the approved contract amount, I'm unclear on whether this proposed change requires approval from the VRC. If you have any questions or if you need us to attend a special meeting of the VRC to explain these changes we are more than happy to do so.

Colleen Kuhn  
Executive Director  
Human Services Council

**Human Services Council  
2014 Budget  
Veterans Assistance Fund**

	<b>Service Officer 2014</b>	<b>Direct Oversight 2014</b>	<b>2014 Total</b>
Operating Expenses			
Salaries	\$62,964.00	\$9,575.00	\$72,539.00
Payroll Taxes	\$4,951.00	\$775.00	\$5,726.00
Employee Benefits	\$17,288.00	\$950.00	\$18,238.00
PTO Balance	\$1,000.00	\$0.00	\$1,000.00
Supplies	\$3,000.00	\$0.00	\$3,000.00
Audit Expense	\$0.00	\$375.00	\$375.00
Professional Services	\$225.00	\$0.00	\$225.00
Telephone Expense	\$1,700.00	\$0.00	\$1,700.00
Staff Training	\$250.00	\$0.00	\$250.00
Postage Expense	\$225.00	\$0.00	\$225.00
Copier Expense	\$600.00	\$0.00	\$600.00
Staff Travel	\$100.00	\$0.00	\$100.00
Office Rent	\$5,011.00	\$0.00	\$5,011.00
Insurance Expense	\$125.00	\$0.00	\$125.00
Utilities Expense	\$75.00	\$0.00	\$75.00
Janitorial Expense	\$50.00	\$0.00	\$50.00
Printing Expense	\$1,100.00	\$0.00	\$1,100.00
Indirect Expense	\$0.00	\$23,500.00	\$23,500.00
<b>Total Operating Expenses</b>	<b>\$98,664.00</b>	<b>\$35,175.00</b>	<b>\$133,839.00</b>
Direct Veteran Assistance	\$231,661.00		\$231,661.00
<b>Total Veteran Assistance</b>	<b>\$231,661.00</b>		<b>\$231,661.00</b>
<b>Total Expenses</b>	<b>\$330,325.00</b>	<b>\$35,175.00</b>	<b>\$365,500.00</b>

<b>Budget Category</b>	<b>Budget</b>
Services To Veterans	231,661.00
Personnel Costs	86,203.00
Program Operating Costs	12,461.00
Administration/Indirect Costs	35,175.00
<b>Total Budget</b>	<b>365,500.00</b>